



**Halifax Community College
Board of Trustees Regular Board Meeting
April 29, 2014
Minutes**

Board of Trustees President: Trustee Bernella DeLaMora , Chair
Trustee Michael Felt, Vice Chair
Trustee Jay Baker
Trustee James “Ray” Barmer
Trustee Bettie Cofield
Trustee Stanley Edwards
Trustee Rachel Hux
Trustee Mary Mebane
Trustee John Smith

Board of Trustees Absent: Donna Clements, excused
Marie Robinson, excused
Lillie Solomon (*Trustee Lillie Solomon passed. This seat will be vacant until filled by the Halifax County Board of Education.*)
Trustee Dominique Mill, SGA President, excused

Others Present: Dr. Ervin V. Griffin, Sr., President/CEO
Dr. Deryl Davis Fulmer, Vice President of Academic Affairs
Dr. Dianne Barnes Rhoades, Vice President of Institutional Advancement and Executive Director of the HCC Foundation
Ms. Debra Smith, Vice President of Administrative Services
Mr. Thomas Henry, Associate Vice President of Administrative Services
Dr. Barbara Hasty, Dean of Student Services and Enrollment Management
Dr. Adriane Leché, Dean of Institutional Effectiveness, Planning, and Assessment
B. T. Brown, Dean of Curriculum Programs

Dr. Vera Palmer, Dean of Workforce Development, Continuing Education, and Community Service
Daniel Lovett, Director of the Title III Programs and PRIDE Male Mentoring Program
Melanie Temple, Director of Public Relations and Marketing
Jenny Gray, Roanoke Daily Herald Reporter
John Bennett, Math Instructor
Thomas Bracy, Roanoke Valley Early College Liaison
Tronjay Davis, Roanoke Valley Early College student
Khiyah Jones, Roanoke Valley Early College student
Kimberly Mack, Executive Assistant to the President

Call to Order

Chair Bernella DeLaMora called the Halifax Community College Board of Trustees meeting to order at 10:00 am in the President's conference room at Halifax Community College, Dr. Phillip W. Taylor Complex, Weldon, NC.

Trustee Attendance

President Griffin stated that a quorum was met.

Invocation

Trustee Smith gave the invocation.

Introduction of Other Visitors

Everyone present introduced themselves. Additional guest in attendance were Mr. Thomas Bracy, Early College Liaison, Tronjay Davis, Roanoke Valley Early College student, and Khiyah Jones, Roanoke Valley Early College student.

Ethics Statement

Chair DeLaMora read the Ethics Statement. There were no conflicts of interests.

Trustee Business

Approval of Consent Agenda

Trustee Felt made the motion to approve the consent agenda. Trustee Edwards stated that approval of agenda needs to be removed from the consent agenda before approval. The adoption of the agenda had already taken place. Trustee Felt amended his motion and strike out approval of the agenda from his motion. His new motion was to approve the consent agenda, which included approval of minutes from the March 25, 2014 Board of Trustees regular meeting and 4-day work week from June 6, 2014-August 1, 2014. Trustee Baker seconded the motion. The motion carried.

Committee Reports

Building and Grounds-no report

Finance-no report

Personnel and Student Services-Trustee Edwards, Chair of the Personnel and Student Services committee, asked for approval of the president's evaluation instrument that was presented. Trustee Mebane seconded the motion. The motion carried.

There was discussion regarding adding goals to the president's evaluation instrument each year. Trustee Felt made the motion to add 5 goals to the president's evaluation instrument each year. It was seconded by Trustee Baker. After additional discussion, the motion failed.

Academic-no report

Chair's Comments

American Association of Community Colleges Awards Finalists- Chair DeLaMora stated that Twenty-four community colleges were named finalists in the program designed to recognize innovation and promising practices among two-year colleges. Halifax Community College (HCC) had finalists in two categories including HCC President/CEO Dr. Ervin V. Griffin Sr. for ***Exemplary CEO/Board*** and HCC Mathematics Instructor John Bennett for ***Faculty Innovation***. Chair DeLaMora recognized them for their nominations. She presented them with a token, which was a framed star with their name, school, and category they were a finalist in. Afterward, both President Griffin and Mr. Bennett gave a few remarks.

NCACCT Law Legislative Seminar-Chair DeLaMora gave the floor to Trustee Edwards. He gave a report on the NCACCT Law Legislative Seminar. Trustee Edwards, Trustee Robinson, Trustee Smith, and President Griffin attended the NCACCT Law Legislative Seminar on April 9-11, 2014. Trustee Edwards stated that he thought it was the best seminar that he had ever attended that was hosted by NCACCT. He was really moved by the student testimony that was given. The student discussed how enrolling at a community college saved his life.

President's Report

Item 1-President's Comments

The Late Trustee Lille Solomon's Funeral-President Griffin thanked HCC for allowing it to be the venue for the Late Trustee Lillie Solomon's Funeral. She had served with all 4

presidents and would be missed. ACCT sent her family a history book with her name in it and a proclamation. It will be presented to her husband at the May 2014 Board of Trustees regular meeting.

Community College Digital Survey-Dr. Griffin stated that HCC did receive another honor during the AACC Conference. HCC placed 6th in Community College Digital Survey. In the past, HCC had ranked as high as 6th place. Mr. Jerry Thompson, Information Systems Manager, was present. President Griffin presented him with the award. Mr. Thompson thanked everyone for supporting Information Systems. He gave a description of what everyone does in Information Systems. Mr. Thompson also mentioned that around 500 people log on to HCC's wireless every day.

Item 2-Articulation Agreement with Virginia Union University (VUU) and Halifax Community College

President Griffin stated that VUU President and staff came to Halifax Community College on April 15, 2014. Dr. Claude Perkins, President of VUU, and Dr. Griffin signed the Articulation Agreement with VUU and HCC. Also, VUU had set aside \$150,000 in grant money for HCC students. VUU offers competitive baccalaureate degree programs in Accounting, Biology, Biology/Secondary Education, Business and Information Technology Education, Chemistry, Chemistry/Secondary Education, Computer Information Systems, Criminology/Criminal Justice, English, English Professional, English/Secondary Education, Entrepreneur Management, Finance and Banking, Fine Art, History/Political Science, History/Social Science Secondary Education, Interdisciplinary Studies Elementary Education, Interdisciplinary Studies Exceptional Education, Marketing, Mass Communication, Mathematics, Mathematics/Secondary Education, Natural Science with Computer Science, Psychology, and Social Work.

Item 3-Budget Projections for FY 2014-2015

President Griffin presented a presentation on the Budget Projection for FY 2014-2015. The presentation is attached.

Item 5-Student Success Presentation

Tronjay Davis and Kiyah Jones discussed their experiences with Roanoke Valley Early College. Both students were a part of the first graduating class and will be transferring to a four year universities in the fall.

Approval of Report

Trustee Felt made the motion to accept the president's report. Trustee Mebane seconded the motion. The motion carried.

Academic Affairs Information Items

Enrollment Projections-Dr. Deryl Davis Fulmer, Vice President of Academic Affairs, gave enrollment projections. The projected enrollment for the summer was 300 students.

Her fall 2014 projections were 1400 enrolled student. That number included an estimated return of approximately 1000 students.

Women of Excellence-Dr. Fulmer provided an update from the Women of Excellence Conference on March 20, 2014 at HCC. There were 200 women and girls in attendance. The theme for the conference was, "The Ingredients of a Successful Woman." Ms. Julia Meacham, Mayor of Weldon and Ms. Brittany Davis, a MBA student from Harvard University were the keynote speaker.

Academic Affair Action Item

Official Accreditation Award for the Medical Laboratory Technician (MLT) program from the National Accrediting Agency for Clinical Laboratory Sciences- Dr. Fulmer announced that the MLT Program has submitted to an accreditation review every 5 years since the program's inception. Reviews are determined by compliance and could be as few as every year if found in non-compliance and up to 7 years in full compliance. Halifax Community College received notification of the final review by the NAACLS Board of Directors on April 16, 2014.

The final report indicated that HCC's program was non-compliant with Standards 22A and 22C and received marginal compliance with Standards 4 and 21C. The NACCLS Board of Directors has awarded the HCC program 2 years, with a progress report due in one year. At that time, NAACLS may adjust the award years. The progress report is due April 1, 2015. Trustee Felt made the motion to accept the report. Trustee Baker seconded the motion. The motion carried.

Administrative Services

Financial Report: FY 13-14 State Expenditures through March 31, 2014-Ms. Debra Smith, Vice President of Administrative Services, presented to the Board of Trustees the financial report regarding State, County, and the Centre at HCC.

Accepting Bids for Outsourcing Maintenance and Housekeeping-Ms. Smith announced that HCC is accepting bids to outsource maintenance and housekeeping. The reasons for considering outsources was that the campus is full of challenges with our buildings. HCC have a drainage problem, fire panels need upgrading, and the HVAC Systems needs to be updated. HCC is looking for a company that has engineers. The bids are due back by the end of May. There were 11 different companies that attended the initial meeting. Current staff will have the opportunity to interview with the company.

Institutional Advancement Informational Item

Updates-Dr. Dianne Rhoades provided updates from Institutional Advancement.

1. Alumni and Friends Presidential Breakfast is scheduled for Saturday, May 17, 2014 at the Centre. Tickets are \$15.00 per person or \$120 per table.

2. The Golf Tournament is scheduled for September 25, 2014. Everything is the same as last year. The foundation is seeking sponsors.

Institutional Advancement Action Item

Approval of HCC Foundation Board Member-Trustee Felt made the motion extend Mr. Emery Doughtie, Mr. Steve Medlin, and Mr. Hubert Pope for another term, which was June 30, 2014-June 30, 2017. Trustee Mebane seconded the motion. The motion carried.

Approval of HCC Foundation Perspective Board Member-Trustee Mebane made the motion to appoint Mr. Chester Bruce Williams for a term. The term is from June 30, 2014-June 30, 2017. Trustee Felt seconded the motion. The motion carried.

Announcements

President's Evaluation-Trustee Edwards asked the trustees to use the evaluation that was just adopted earlier in the meeting for this year's evaluation. The evaluation must be submitted to the state by the end of June. Everyone agreed. Chair DeLaMora stated the committee to review the evaluations was Trustee Edwards, Trustee Felt, and herself. Trustee Barner encouraged everyone to submit an evaluation for the president. Trustee Edwards reminded everyone that no one is required to sign the evaluation. Ms. Mack will e-mail everyone the evaluation, and mail a copy to you.

Adjournment

Trustee Felt made the motion to adjourn. Trustee Mebane seconded the motion. The meeting was adjourned at 11:27 am.



Dr. Ervin V. Griffin, Sr., President/CEO



Bernella DeLaMora, Chair of the Board of Trustees